



Drew Elementary School

New Student Enrollment Steps

→ To start the enrollment process, all new students or district transfers must go to Ouachita Parish Child Welfare and Attendance office located at 910 Thomas Road in West Monroe. You will need **copies** of:

- Driver's license or state ID (must be same name as proofs of residence)
- 2 current proofs of residence - Water bill, electricity bill, garbage bill, lease/mortgage, cable bill, or internet bill
- If proofs of residence are not in your name, you will need a notarized affidavit. You can pick one up from the CWA office or from Drew Elementary front office.

After obtaining required paperwork from CWA, you will need to complete the online registration process found at: <https://opsb.onsourceconnect.com/registration/23190>



→ Online Registration

- Complete all sections of the online registration
- Upload residence verification (paperwork you received from CWA office along with 2 proofs of residence)
- Upload copy of birth certificate, copy of social security card, copy of parent/guardian ID, & copy of immunization record
- Click Submit registration

If any records are missing, your student will not be placed in a classroom until records are complete.